



TERMS OF REFERENCE

Reference No.	PN/FJI/062/21
Location	Home based (Nauru – Virtual)
Application deadline	5 August 2021
Type of Contract	Individual Contractor
Post Level	National Consultant
Consultancy Title	Consultant - Coordinator (Nauru)
Languages required:	English
Duration of Initial Contract:	16 days (Between August to September 2021)

BACKGROUND

On January 28th, 2021, the Parliament of Nauru enacted the Parliamentary Service Act 2020 and will come into force with effect from 01 July 2021. The enactment of the legislation is a key feature of strengthening the capacity of the Nauru Parliament to effectively undertake its legislative, oversight and representative roles.

The objectives of the Parliamentary Service Act 2020 are to:

- facilitate the separation of powers of the Legislature and the constitutional autonomy of the Parliament as a branch of the Government.
- provide administrative and functional efficiency of the services provided for the operations of the Parliament;
- provide a framework for the employment, leadership and management of employees of the Office and for the good governance of the administration of the Parliament; and
- provide for the financial and budgetary mechanisms for Parliamentary purposes.

The recently enacted legislation follows on from the support provided by UNDP Pacific Office since 2018 to the Parliament of Nauru, to consider options for achieving the realisation of Parliamentary autonomy. To support the Parliament of Nauru in its preparation for the implementation of the Parliamentary Service Act 2020, the UNDP Pacific Office, under the Nauru Inclusive and Accountable Governance Project, is supplementing the capacities of the Office of Parliamentary Services, with staff from other parliaments (called the Transition team) in the pacific region as part of the interparliamentary cooperation to assist with the planning and implementation of activities for achieving the realisation of the Parliamentary Service Act 2020. In line with the visions of the Act, the work to be undertaken has been divided into 3 workstreams: (i) staffing and employment, (ii) financial provisions (iii) asset management.

In this regard, UNDP is seeking to recruit a coordinator to be part of the Transition Team to be the conduit between the Parliament of Nauru, the relevant ministries/departments and the transition team to collect the relevant information, facilitate and coordinate discussions with the Ministry/Department and the Parliament and to receive further clarifications and discuss issues necessary to fulfil the vision and support the implementation of the Parliamentary Service Act 2020. The Coordinator is expected to

work closely with the Clerk of the Nauru Parliament, and in consultation with the Transition Team when executing this consultancy.

The Consultant will be reporting to the Deputy Team Leader (Effective Governance) and Clerk of the Nauru Parliament.

DUTIES AND RESPONSIBILITIES

Scope of Work

The local consultant will work closely with Clerk and the Transition team (consisting of Parliament Staff from New Zealand, Fiji and Victoria Parliament) to put in place mechanism, processes and procedures needed for the realization of the vision of the Parliamentary Service Act 2020. The support provided by the Consultant will enable to transition team to review, amend and develop regulations, determinations, delegations, agreements and other instruments as it relates to the 3 workstreams

Expected Outputs and Deliverables

The key outputs for the consultant are as follows:

- Therefore the consultants are expected to assist the Office of the Clerk and transition team to coordinate the consultations with with the various Ministries , Members of Parliaments or other appropriate body for proper instructions and clarification of instructions as it relates to the 3 pillars of work streams: i)staffing and employment, (ii) financial provisions (iii) asset management.
- Working with the the Office of the Clerk and transition team undertake research and collect relevant information related to the 3work stream.
- Provide feedback, peer review, the work produced by transition team to ensure that they reflect the inputs received from the consultations, and that they remain relevant to the context in Nauru.
- Assist in the coordination, facilitation and implementation of training activities for the Parliament Staff and Executive staff to update on the new roles and responsibility of the parliament under the Parliamentary Service Act 2020.
- Performs such other duties as may be assigned from time to time by the Clerk of the Nauru parliament

Institutional Arrangement

- The consultant will report to the Clerk of the Nauru Parliament and UNDP Effective Governance Deputy Team Leader.
- The consultant will also provide to UNDP, a summary of activities during the consultancy period;
- All reports and documents relating to the assignment will be submitted to the UNDP Pacific Office in Fiji.

Duration of the Work

16 working days between August – September 2021.

Duty Station

- Home based and is expected to regularly connect via online platforms with the Nauru parliament team, transition team and UNDP.

COMPETENCIES

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Comprehensiveness knowledge of development topics;
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, and organizational skills;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Core:

- Ability to work in a multicultural environment
- Highly motivated individual with the ability to work with minimal supervision.
- Ability to multi-task, organize and prioritise work.
- Excellent communication skills.
- Willingness to work and adapt to the constraints of small community with limitations and respect for different culture and expectations.
- A sound general knowledge of the law.
- Analytical and problem solving skills, policy implementation skills, effective writing skills and an eye for detail.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- Bachelor's Degree in Business, Management, Human resources, Public Policy. A Certificate qualification with 6 additional years of qualifying experience.

Experience

- Bachelor's Degree with At least 3 years' experience of working with Government of Nauru or Certificate with over 9 years' experience of working with Government of Nauru.
- Demonstrable understanding of how the Government of Nauru works
- Proven experience in providing coordination support for multidisciplinary team
- Must have excellent written and oral English language skills.

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- August: Upon acceptance by the Clerk of the Nauru Parliament and UNDP, report that outlines trainings undertaken for parliament staff on 8 Regulations recently gazette – 50%
- September: Upon acceptance by the Clerk of the Nauru Parliament and UNDP, report that outlines trainings undertaken for parliament staff on Financial Instructions, Policies, Manuals recently approved by Clerk and Speaker – 50%

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Evaluation Method and Criteria

Individual consultants will be evaluated based on **Cumulative analysis**.

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%) and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Evaluation Criteria

Criteria	Qualification, Experience and Competency assessed	Points
Criteria 1	Relevant Qualification	10%
Criteria 2	At least 3 years' experience (bachelor's degree) & 9 years' experience (Certificate) of working with Government of Nauru	25%
Criteria 3	Demonstrable understanding of how the Government of Nauru works	15%
Criteria 4	Proven experience in providing coordination support for multidisciplinary team	10%
Criteria 5	Must have excellent written and oral English language skills.	10%
Financial Offer		30%

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications.

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV**, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Financial proposal**, as per template provided in Annex II in United States Dollars (USD).

Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.

Incomplete, joint proposals and proposals sent to the wrong mailing address will not be accepted and only candidates for whom there is further interest will be contacted.

Individuals interested in this consultancy should apply and will be reviewed based on their own individual capacity. The successful individual may sign an Individual Contract with UNDP or request his/her employer to sign a Reimbursable Loan Agreement (RLA) on their behalf by indicating this in the Offerors letter to Confirming Interest and Availability using Annex II.

Annexes

- Annex I - Individual IC General Terms and Conditions
- Annex II – Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template

Proposal Submission

- All applications must be clearly marked with the title of the consultancy (**Consultant - Coordinator (Nauru)**) with reference (**PN/FJI/062/21**) and submitted via **UN Job shop** or via email to etenderbox.pacific@undp.org by **5 August 2021**.
- **Note: UNDP Jobs only supports single document upload hence ensure that the proposal is consolidated and submitted as one single document.**
- For further information concerning this Terms of Reference, please contact UNDP Pacific Office by email: procurement.fj@undp.org
- ***Women applicants are encouraged to apply***